

Office of the Attorney General

Human Resources
Indiana Government Center South, 5th floor
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Indianapolis, IN 46204
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317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

PART-TIME CLERICAL POSITION Human Resources Department

Essential Duties and Responsibilities include:

- Primary responsibilities are telephones and greet visitors in the reception area.
- Assists constituents with inquiries.
- Enters, maintains and retrieves documents and information in computer.
- Operates office machines and duplicating machines
- Opens and routes incoming mail, and prepare outgoing mail.
- Maintains filing system in Human Resources.
- Other duties as assigned.

Qualifications:

To perform this job successfully, an individual should demonstrate excellent communication and customer service ability when responding to or assisting constituents. This candidate must also have good organizational and filing skills, and must maintain confidentiality.